



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

January 27, 2014

Sue Wallin  
705 Clarke Street  
Dysart, Iowa 52224

Dear Sue,

I appreciate your working with me to complete the spot check.

Here is the department's site for training information. This site has approved trainings listed [http://www.dhs.iowa.gov/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html)

This letter is in regards to the January 24, 2014 compliance check of your Category A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

**Reason determined out of compliance: You did not have documentation your pet's immunizations are current or that they are free of endo and ecto parasites.**

**How to correct: I left a form with you for a Pet Health Certificate. When you have your Vet complete and sign this form you will have met this requirement.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

**Reason determined out of compliance: I did not find documentation in your provider file you have completed training in Infant and child first-aid.**

**How to correct: You need to either get documentation the course you took includes training in Infant and Child first-aid or complete a course that is for Infant and Child first-aid. You can call Child Care Resource and Referral- Denise Rhodes about trainings for this in your area.**

☐ 110.5(2) b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

**Reason determined out of compliance:** You shared you are behind in trainings and have not taken them during this renewal period.

**How to correct:** Sign up for and complete 24 hours of training prior to your renewal date of 11/30/14.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) c A signed medical consent from the parent authorizing emergency treatment.

**Reason determined out of compliance:** I did not find this information in the file for the child you have in care.

**How to correct:** You can use the form I left with you and have the parent's complete and sign it or add this information to the form you are using to meet this requirement.

☐ 110.5(8) e For infants and preschoolers: A statement of health signed by a physician submitted annually.

**Reason determined out of compliance:** I did not find this information in the file for the child you have in care.

**How to correct:** Obtain a copy of a physical for this child that is dated within the past 12 months.

☐ 110.5(8) i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

**We discussed you developing a form to use for the walks and trips to the park. On the form you can say it is for a certain time period such as April to October. List the times you usually take the walks or trips to the park and list the name and of the park you are going to. List the days you would normally do this (Monday – Friday).**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: March 7, 2014.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free at 866/534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319/321-2725 (Denis Rhodes).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).